

City of Chattanooga, TN
Personnel Class Specification

Class code 1005

FLSA: Exempt

CLASSIFICATION TITLE: MANAGER, ACCREDITATION

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage administration of the accreditation process and to coordinate all accreditation activities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with professional accreditation standards and all other applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with Director, Police Administration and other officials to review accreditation activities and progress, identify needs, review/resolve problems, receive advice/direction, and provide recommendations.

Monitors all aspects of the accreditation process, including proposed changes or amendments to standards; assesses impact of changes on current agency policies and procedures.

Assists with identification and development of new programs, systems, procedures, or equipment to improve agency performance in compliance with applicable standards.

Reviews a wide variety of complex and technical issues concerning law enforcement standards and the accreditation process.

Drafts new written directives; assigns writing projects to staff members for achievement of accreditation objectives; maintains master files and archive files of agency-written directives.

Establishes appropriate "proofs of compliance" for each functional area of the department; assigns responsibility to selected department members to provide necessary documentation required to attain accreditation; establishes deadlines for submission of proofs of compliance in order to ensure timely submission of required documentation to achieve professional accreditation; receives proofs of compliance and analyzes for appropriateness; places proofs in appropriate accreditation file for review by assessors.

Schedules on-site accreditation assessments to ensure agency has sufficient time and resources to achieve professional accreditation.

Provides liaison to Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) for all accreditation matters; attends CALEA meetings and local accreditation network meetings; maintains files of CALEA Individual Standard Status Reports outlining status of documentation used to meet particular accreditation standards.

Provides training on accreditation standards and compliance issues for agency employees; maintains records of accreditation training and new policy delivery to personnel.

Coordinates review of general orders; assigns review of specific general order to appropriate department member; evaluates input from reviewer for analysis of general orders for possible changes.

Serves as custodian of department policy; identifies safety issues or other critical issues with respective policies which could expose officers or the public to injury, disability, or death or which could expose the department to civil liability; determines policy issues to be brought before command staff to address critical issues and protect the department's exposure to civil liability.

Represents the department and the City in legal actions; serves as liaison to the City Attorney on policy matters.

Develops and implements long and short term plans, goals, and objectives for the department; monitors status in attaining established goals and objectives.

Develops and implements budget for area of assignment; monitors expenditures to ensure compliance with approved budget.

Performs administrative tasks; drafts all correspondence related to the accreditation process on behalf of Chief of Police or Director, Police Administration; submits monthly/annual activity reports to Director, Police Administration; reviews/monitors monthly activity reports completed by subordinate personnel; prepares and distributes accreditation newsletters.

Compiles various statistical, demographic, administrative, or crime analysis data; makes applicable calculations; analyzes data for planning and accreditation purposes; identifies trends; prepares/generates reports and charts; maintains records.

Submits all required reports, correspondence, or other documentation to accreditation agency personnel, department management personnel, or other agencies/individuals as appropriate.

Prepares or completes various forms, reports, correspondence, activity reports, goals/objectives reports, general orders reviews, written directives, Individual Standard Status Reports, accreditation overview reports, budget documents, purchase requisitions, purchase vouchers, newsletters, performance evaluations, presentations, or other documents.

Receives various forms, reports, correspondence, activity reports, budget reports, goals/objectives reports, general order reviews, inspection reports, alternate power supply test reports, law books, policies, procedures, standard operating procedures, goals, objectives, professional literature, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, presentation, desktop publishing, or other software programs.

Maintains file system of accreditation files and other departmental records.

Monitors inventory of equipment and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

Communicates with department management, division/unit commanders, employees, other departments, law enforcement personnel, accreditation agency personnel, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings, serves on committees, and makes speeches or presentations as needed;
chairs the Accreditation Review Committee;

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Picks up and delivers office supplies, mail, or other items.

Operates a motor vehicle to conduct work activities.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice, Management, Social Science, or closely related field; supplemented by three (3) years previous experience and/or training that includes progressively responsible law enforcement work, policy development, policy/procedure administration, and management/supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: September, 2000